



Public Records Disclosure Request

RCW 42.17.250-- .340

SEE REVERSE SIDE FOR PUBLIC REQUEST INFORMATION

The Undersigned requests copies of the following identified public records (Note: fees will be charged according to the City's fee schedule):

The undersigned requests an appointment to review the following identified public records at City Hall:

Signature

Printed Name

Date Requested / Date Needed

() / ()
Phone Number / Fax Number

Address: _____

INTERNAL USE ONLY:

Original: City Clerk's Office

CC: To Department Supplying Information

City Manager Review: _____

City Attorney Review: _____

Staff member supplying information:

Date Action Completed: _____

Name _____

Title _____

Action/Response:

A “public record” is defined by the Public Records Disclosure Act to include:

Any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

“Writing” is also defined in the Act as follows:

“Writing” means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

The City will provide copies of all public records and documents identified with specificity sufficient to permit location and retrieval, as required by the Public Disclosure Act. The City is not required to conduct research or statistical analysis of records, or to create records not already in existence. However, all public records and documents will be made available, by appointment, so that interested persons can conduct their own research and analysis of the public records.

In the normal course, the City endeavors to provide a response to any public records disclosure request within five (5) working days. However, if a requestor can permit additional time, such action assists the City in ensuring that all requested documents are provided.

The City, does, of course, reserve the right to deny any request upon appropriate grounds, such as the specific exemptions set forth in the Public Records Disclosure Act or protection of any individual’s right to privacy. If the City determines that a request is ambiguous or improper, the requestor will be provided with an explanation and denial, in writing.

The requestor is responsible for payment of the cost of copying of records at fifteen cents (.15) per page, seventeen dollars (\$17.00) per audio tape, or such applicable fee as is set forth in the City’s Fee Schedule.